

## **City of Lincoln City-wide Safety Committee Structure**

### **I. Purpose**

The purpose of this executive order will be to define the organization, responsibilities, and tenure of the members of the City of Lincoln City-wide Safety Committee, as per Legislature Bill LB757, passed by the 93<sup>rd</sup> Nebraska Legislature during the first session of 1993.

### **II. Organization**

The committee will be organized as follows:

1. Seven of the fourteen members of the Committee shall be representative from each of the City's five bargaining groups, namely; the National Association of Government Employees (NAGE); the Lincoln City Employees' Association (LCEA); the Amalgamated Transit Union (ATU); the International Association of Firefighters (IAFF); and the Lincoln Police Union (LPU). The representatives from each of the bargaining groups may be the president of the union or his or her designated representative. The remaining seven members of the Committee shall be representatives of the Employer, City of Lincoln, in accordance with the provisions of law 48-443 which requires the Committee be comprised of an equal number of representatives for the Employer and the Employees. The Employer representatives can be from any management level and may include non-management employees is so desired as determined by the Directors of the various City departments who submit the names of individuals who are interested in serving on the City-wide Safety Committee. These representatives shall be selected by the ex-officio committee members. It is intended that the committee represents a diverse cross-section of all City departments and employees.
2. The names of all Committee members shall be made available to all City employees in accordance with the terms of law 48-443 (Reissue 1993).
3. The initial terms of the members of the City-wide Safety Committee shall be staggered so that seven members are appointed for a one-year term and seven members are appointed for a two-year term beginning on September 1, 1996. Thereafter, all members of the Committee shall be appointed for a two-year term.
4. The Committee shall select a Chair from its membership who shall serve for a one-year term unless otherwise provided for as determined by the members of the Committee.
5. The City of Lincoln Risk Manager, or his or her designated representative shall serve as an ex-officio, non-voting member of the Committee for purposes of coordinating the meetings of the Committee as well as offering assistance and advice to the Committee relative to the establishment of an effective injury prevention program as is relates to the issue of Risk Management and Worker's Compensation claims.

6. The City Safety Coordinator, or his or her designated representative, shall serve as an ex-officio, non-voting member of the Committee and act as the secretary to the Safety Committee and will maintain all records required by Neb. Rev. Stat. law 48-433 et seq. and further will handle all correspondence, preparation of policies and other documentation generated by the Safety Committee.

7. The specific responsibilities of the City-wide Safety Committee shall consist of the following:

- A. In accordance with state law, the Committee shall adopt and maintain an effective written injury prevention program;
- B. The Committee shall actively engage in promoting safety at all work sites throughout the City;
- C. The Committee shall make recommendations regarding methods of addressing safety and health at work sites throughout the City;
- D. The Committee chair or a designated representative appointed by the chair shall accompany a representative of the State of Nebraska Department of Labor during any safety inspections conducted by the Department of Labor in accordance with the terms of Neb. Rev. Stat. law 48-433 et seq. or the Department of Labor rules and regulations promulgated pursuant to those statutory provisions;
- E. The Committee shall assist in the investigation of unsafe practices or conditions which are brought to the attention of the Committee and provide recommendations with respect to preventing reoccurrences of such practices;
- F. Committee members upon request shall serve on any subcommittee which are created by the City-wide Safety Committee to study specific areas of concern relative to safety concerns and accident prevention;
- G. Committee members shall review accident/injury reports and records and, if appropriate, make recommendations regarding methods to prevent the occurrence of future accidents/injuries;
- H. Committee members unable to attend a meeting should take all reasonable measures to arrange for an alternate to attend; and
- I. Committee members shall perform any other duties and assignments deemed necessary by the body as a whole.

8. The Chair of the City-wide Safety Committee shall be responsible for conducting all Committee meetings in an orderly and businesslike manner; encourage suggestions to improve workplace safety; have a good working knowledge of City safety policies and procedures; and provide for meetings of the Safety Committee on a monthly basis or as otherwise directed by the body as a whole. In the event the City-wide Safety Committee Chair is unable to attend a meeting, the Chair will make appropriate arrangements to have someone conduct the meeting in his or her absence.

9. The Committee Chair should be selected from the members of the Committee as soon after the Committee members' terms commence on or about October 1, 1996.

10. The Safety Coordinator, when acting as the City-wide Safety Committee secretary, shall

maintain all records of Committee meetings; handle all correspondence pertaining to the Committee; maintain accurate minutes of all meetings transactions and provide copies of minutes to each Committee member; assist the Chair in the planning of Committee meetings and establishing an agenda for each meeting; provide notice to the Chair if the secretary is unable to attend any meeting and provide for a substitute secretary to record all minutes of the meeting; and the secretary shall act as Chair of the Committee in absence of the Chair but will not have any voting privileges with respect to any decisions on policies made by the Committee.

11. The Committee may adopt any formal written rules of procedure for the conduct of its business and proceedings as it deems appropriate.

**Questions regarding this policy will be addressed by:**

**Risk Management Division  
Personnel Department  
555 South 10<sup>th</sup> Street  
Lincoln, NE 68508  
(402) 441-7671**